

		Essential		Enhanced		Excellent	
Total Space		Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
		Minimum 1000 sq. ft.	0.6 sq ft per capita	0.9 sq ft per capita	0.9 sq ft per capita	1.2 sq ft per capita	1.2 sq ft per capita
Direct Service		Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
		Square Feet per station: 100 1 service point	Square Feet per station: 125 2 service points	Square Feet per station: 125 2 service points	Square Feet per station: 150 3 service points	Square Feet per station: 150 3 service points	Square Feet per station: 150 4 service points
Multi or single function	-Check out						
	-Information		-circulation	-circulation	-circulation	-circulation	-circulation
-Children's Services			-reference	-reference	-reference	-reference	-reference
	-Youth Department				-youth	-youth	-youth
-Reader's Advisory							-other
	-Reference						
-Media							
	-Special Collections						
-Local History							
	-Genealogy						
Indirect Service		Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
		Square feet per station: 100 1 workstation	Square feet per station: 125 1 workstation per 6 FTE	Square feet per station: 125 1 workstation per 6 FTE	Square feet per station: 150 1 workstation per 4 FTE	Square feet per station: 150 1 workstation per 4 FTE	Square feet per station: 150 1 workstation per 2 FTE
Multi or Single function	-Checking in materials						
	-Cataloging						
-Processing materials							
	-Repairing materials						
-Acquisitions							
	-Clerical						
-Programming							
Management		Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
		Square feet per station: 100 Dedicated space	Square feet per station: 125 Dedicated office	Square feet per station: 125 Dedicated Office	Square feet per station: 150 Dedicated Office	Square feet per station: 150 Dedicated Office	Square feet per station: 150 Dedicated Office
Administrator(s)			Workstations	Workstations	Workstations	Workstations	Workstations
	Department Heads		Workstations	Workstations	Workstations	Workstations	Workstations
Supervisors			Workstations	Workstations	Workstations	Workstations	Workstations
	Clerical		Workstations	Workstations	Workstations	Workstations	Workstations

[illegible]

Essential			Enhanced		Excellent		
Public Seating does not include -meeting room seats -computer workstations	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	
	Square Feet per seat: 20 3 seats per 1000 people served  20 % child appropriate	1.5 per 1,000 people served  20 % child appropriate	Square Feet per seat: 25 7 seats per 1000 people served  25 % child appropriate	2 seats per 1000 people served  25 % child appropriate	Square Feet per seat: 30 10 seats per 1000 people served  30 % child appropriate	3 seats per 1000 people served  30 % child appropriate	
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	
Assembly Conference Room Multipurpose Room Children's Programming	Square Feet per seat: 10 Access to space	12 seats 50 seats	Square Feet per seat: 10 12 seats 50 seats	15 seats 100 seats 35 seats	Square Feet per seat: 10 15 seats 75 seats	20 seats 150 seats 35 seats	
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	
Study	Square Feet per seat: 20  Designated Quiet Study Area 4 seats	Minimum 1 Room - 4 seats or 1 Room/4 seats per 15,000 people served	Square Feet per seat: 25  1 Room - 4 seats	1 Room - 4 seats per 12,000 people served	Square Feet per seat: 30  2 Rooms 4 seats each	1 Room/4 seats each per 10,000 people served	
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	
Storage	3% of gross building space	3% of gross building space	4% of gross building space	4% of gross building space	5% of gross building space	5% of gross building space	
	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	
Non-Assignable	15% of total space	15% of total space	20% of total space	20% of total space	25% of total space	25% of total space	
		HVAC Equipment Electrical Service Telephone System			Stairways Ramps Elevators Vestibules and Corridors	Restrooms Drinking Fountains Custodial storage	

		Essential		Enhanced		Excellent	
		Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Special Use	10% of total space	10% of total space	10% of total space	15% of total space	15% of total space	20% of total space	20% of total space
		Book Returns Bulletin Boards Display/Exhibit		Photo Copier CCTV Televisions	Listening Stations Public Telephone Friends of the Library		
		Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI		
Employee Space	Designated private space for duty free break Secure place to store personal items Access to refrigerator Access to appliance for heating food			Dedicated room with table and chairs Refrigerator and heating appliance Lockers available for personal use		Lounge furniture Individual, assigned lockers Staff only restroom Filtered water	
		Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI	Class I , II, III	Class IV, V, VI
Needs Assessment	Conducted a facility needs assessment within in last five years Has conducted a survey of residents of service area within last five years			Involved staff, administrators, users, and nonusers.		Engaged a facilitator to conduct study	